

# **Vendor Guidelines for Establishing New Residential Programs**

**Policy: 900.0060**

*Effective Date: March 18, 1986 Version: 1*

The Department of Children, Youth and Families encourages all vendors and service providers to develop positive relationships with neighbors, local officials, and the general public. Such relationships not only develop support and stability for community-based programs but provide an opportunity to educate the public about the programs and responsibilities of the Department and its contracted agencies. In order to encourage positive relationships, the Department has developed guidelines for agencies to follow in establishing new residential facilities. These guidelines are based on a need to provide accurate and timely information and a desire to be responsive to community concerns.

## **Related Procedure**

[Guidelines for Vendors Establishing New Residential Programs](#)

## Guidelines for Vendors Establishing New Residential Programs

### **Procedure From Policy 900.0060: Vendor Guidelines for Vendors Establishing New Residential Programs**

- A. When an agency has identified an appropriate site, the agency's representative will contact the DCYF Licensing Officer to arrange preliminary fire and health inspections.
- B. The agency should make any rental or purchase and sale agreement contingent upon their receipt of licensing.
- C. The agency notifies, by certified mail, elected local officials, including State Senators and Representatives, and local property owners within a 200 foot radius of the perspective location of the program.
- D. If requested by local officials, and or neighbors, the agency will conduct a neighborhood meeting. The Department is notified by the agency and will participate in the meeting.
- E. The service provider agency and the Department's contracts personnel and fiscal staff will discuss all relevant factors including program costs.